



Aviation Management Council

**Attn: Pat Moore, Executive Secretary
3833 South Development Avenue
Boise, Idaho 83705**



AMC Meeting September 26, 2000

Present for the meeting were Elmer Hurd (Chairman), Bob Martin, Mick McCurry, Dennis Lamun, Rob Collins, Mike Martin, Sam Stivison, Rich Denker, Charlotte Larson, Tony Kern, Kristine Damsgaard, Bob Galloway, and Pat Moore (Executive Secretary).

There were no additions to the agenda. Meeting minutes of June 22 were approved for publishing on the OAS Website.

Agenda items were discussed as follows:

1. The Operations Oversight Team recommended adding both Forest Service (FS) and Department of the Interior (DOI) Safety Representatives to the Oversight Team versus the rotating arrangement AMC agreed: Both members will be added. The Chair will issue directions to the Oversight Team via memorandum to make it formal.
2. Airspace Coordination Position (Collins): The position is located in the OAS organization but funded by the FS and Bureau of Land Management (BLM). The primary purpose of the position is to develop an assessment of air coordination and develop a plan to address the needs identified. To be completed in the next year or two: an Interagency Airspace Coordination Guide; transponder code; prevention posters. Rob is working through all the old files; no new issues have been discovered, just the same ones that were with us 10 years ago. The revision of the coordination guide is ongoing but has not been completed at this date. Julie Stewart has been working to get it completed. We need to move to a program where we institutionalize the expertise needed. Standards and qualifications are needed for aircraft dispatchers so that they can handle airspace coordination problems that occur in their geographic area. Standards are needed for aircraft dispatchers; training should be developed and formalized. Skills are needed at the lowest possible levels, i.e., district as well as Geographic Area. A workload analysis will be done to let us know what resources are needed and where.

A question was asked, "Will you interface with the environmental airspace group in Washington?"
Answer: We need to work and coordinate with all three groups in Washington, D.C., to find out what they are doing. Julie has represented the agencies in the past. The FS will have someone from their National Office attend the meetings in the future.

3. Aviation Training 2000 (Damsgaard): This program is at the end of its first year. Progress was

reported. (Handout attached.) The ACE seminars went very well. Time will be added for some of the classes. There will be one more seminar this year (Reno, January 22-26, 2001). More than one seminar a year may be needed in the future. The training is on the OAS website with automatic registration on-line. There is a link to the hotel, etc. OAS Tech Services will be working on web training this year through a contractor. It will offer registration, a check on currency requirements, supervisors can see which of their folks have taken the training and whether they passed, etc. This is a powerful training and tracking program.

A module was designed for preparing lesson plans and is working well. The instructor is provided everything needed to prepare a lesson plan. A module review process has also been developed. Several people look at draft lesson plans to match them with policy and other training.

A local contractor is currently working on A-101. It has been reviewed and some changes made. It is available on the web site. Hugh Carson is working on the A-110. A lesson plan has been completed and a web-based plan is being worked on. The next training will be on aviation life support equipment. Feedback from an evaluation will be used.

Concerns: Aviation 2000 being viewed as a DOI program and future funding for the ACE=s. The training is for FS as well as DOI. We have discussed a Forest Service link to the website for ACE training and registration. Tony is working on this. This should also show up on the FS list of aviation training. OAS has sponsored and paid for the training to date. The FS should be able to pick up some of this cost in the future but OAS will continue to be a sponsor.

The Hazmat course is done and the web-based training is being worked on.

The Chair made the observation that a lot of things have been done right in aviation during this year of exceptionally busy fire activity and our excellent training programs are some of the reasons things have gone so well in aviation. Our interagency standards will ensure this good safety record continues. Congratulations to the training people in FS and DOI.

4. Oversight Team Reports:

Business Management: A draft operations plan is being done focusing on an infrastructure to support business management. Comments from Rick and Bonnie are being added. The source list should be done by December 2000. Finance will assist the team working on an infrastructure. The joint smokejumper contract and aviation contractor training are being done by acquisitions. A draft will be ready before the next meeting.

Operations Team Report: The Operations Plan has been approved. The team has been given a date of December 2000 for reviewing 2181. A new charter has been received from SASEB. It will be returned with comments.

Guide rewrite: Bob Kuhn (FS) is doing.

Pat Moore will send out a notice to get copies of charters in for filing.

5. Air Tactical Pilot Standards (Hurd): There were tactical air standards for vendors but none to cover fleet pilots until OAS issued a new OPM this summer. The same standards required of vendors should apply. The carding system is not consistent either. A special project should be implemented to look at standards and directives and see that changes are captured in the directives system. The FS does not have the same problems at this time. They are meeting with their Regional Directors next week so there may be changes. There is no problem with helicopters, just with fixed wing. The real need is for typing of the platforms and ATGS (person). All of this needs to be in the dispatch system. We want nothing less than what a 135 pilot would have.

6. Level 5 Aviation Coordination Plan (McCurry): Recommend there is a better way to do business than we did this year with aviation people trying to coordinate from individual offices all over the base. Suggest that when we reach PL5, we develop an operations center so that everyone who deals with aviation can move together and coordinate from the same office. We need a plan whereby space can be shared as well as the workload. This should be discussed with the MAC group so they know what the objective is, how it would tie into their activities, etc. The MAC group would like to have a principal aviation person on board, someone to coordinate with all agencies, when PL 4 is reached. At PL5, agency aviation representatives should collocate in one office. The MAC group is going to develop a desktop guide, which will help with planning.

This organization could have other functions, i.e., use in other situations. The authority and process to obtain exemption to aviation policy when desired by the MAC group needs to be discussed. The Operations Oversight Team will follow up with the MAC Group.

7. Coordination of Operational, Policy and Procedural Issues which Impact Field Functions (Hurd/Martin): We recognize that there are occasional actions taken by OAS and FS headquarters staff that impact the field and they should be coordinated better. The aviation community needs to get together to see what steps need to be taken, how to solve problems, how to approach the MAC group, etc., to deal with the impacts. There are interagency operational issues which are beyond the AMC Oversight group. These issues need to be identified and we need to organize ourselves and talk with the MAC group for those relating to national fire resource mobilization. We need to make sure we communicate with each other about what is going on. The FS has a meeting scheduled for October 23 in Boise. This item will be put on the agenda. Interior aviation people should attend this meeting to do some brainstorming. The objective is to find a structured approach to deal with the problems.

McCurry made the observation that after fire season, we need to really look at helicopter managers. We also need to pursue predesignated units with the military, Guard and reserves. This unit would be pretrained, etc., just like MAFFS, but would be designated for helicopters. There would be classroom training and OJT with a helicopter manager. This would give us a pool to work from. IHOPs will meet and make recommendations back to AMC. Mick will verify this item is on the agenda. The IHOG and Military Handbook should be revisited after this season.

8. End Product Contracting (Bob Martin): A letter was sent out to the field in 1994 on end

product contracting. If end product contracting is used and aircraft use is anticipated, there should be an aviation contract. What kind of Oversight is needed for an aviation contract? A developed project aviation safety plan that identifies standards and the level of Oversight needed on the project. When a project plan is done, it should be sent to the RO so it can be reviewed by aviation management. They can make recommendations to local folks. The plan should be approved with the local line officer through the contracting officer.

The Department of the Interior has an Operational Procedures Memorandum for end product contracts. If the work can be performed under a civil operating certificate, then Interior will exercise a hands off approach and consider the work to be civil. An example would be aerial seeding and spraying. This can be done under an FAR Part 137 certificate. We would not exercise any control over the operation other than to determine to boundaries and the amount of seed or spay applied. If we determined that we needed to exercise more control than stated above, we would use an aviation contract with all of the standard.

9. DOI/FS Pilot and Aircraft Approval Documentation (Bob Martin): He has received from Bob Lewis, OAS Area Director, draft language on OAS procedures using FS contracted aircraft. We want to accept each others' processes without sending paperwork back and forth.

We have identified some of the things that are not the same and are trying to address them. The latest version will be sent to the FS and differences resolved immediately. OAS will follow up with Bob.

Current agreements between DOI and FS would have FS doing heavy airtanker contracts and DOI buying in; DOI would do light (SEAT) contracts and the FS would buy in. There is nothing in the FS manual about preplanning for use of SEATs. The FS is looking at Manual changes that will allow FS to use SEATs, but use DOI contracts.

FS will do a program review of SEATs at the meeting in October. Dennis Lamun will discuss this at the meeting. FS will identify to DOI what they need so DOI can do the contracting. This will take care of FS needs.

10. Interagency Airtanker Board (Bob Martin): Is IAB under AMC? Yes. Dennis Lamun has a copy of the 1998 charter. It was not signed as AMC wanted them to address pilot performance and standardization issues. The Board needs to take this up again and get a final to AMC. The scope should include the ability to deal with pilot and training issues as well as equipment. Pilot issues, i.e., quals, training, goes into contracting so state representatives would be excluded since they do not necessarily use federal policy. Contract and policy manuals have pilot qualifications. Do we want to change the criteria? The Board should deal with these issues. Technical issues have been dealt with in the past and have caused problems. We need to visit the make-up and organization of the Board; perhaps take a different view on how they are structured. The workload of the group will get larger when issues go beyond technical issues.

JP Johnston has requested he be able to resign as the Chair of the IAB. If we are considering going into

pilot standards, we need to have the Board decide on who will lead the effort. The Board should make the nominations. The Board will develop a list of suggestions to the Oversight group on what needs to be focused on, candidates for chair, ideas on group membership, etc. - advise us on what the Board should be doing. McCurry will hold a teleconference and then report back to AMC. The Oversight team will coordinate with Board members. The AMC will not accept JP's resignation until a replacement Chair is designated.

Next meeting: December 4, 2000, at 08:30 in the OAS B-wing Conference Room..

Interagency Aviation Training 2000 Year In Review

ACE (Aviation Conference and Education)

Three Aviation Conference and Education (ACE) seminars were held this year in New Orleans, Phoenix, and Anchorage. The ACE's marked the beginning of the implementation of the Interagency Aviation Training 2000 program. Of the 36 Interagency Aviation Training 2000 modules, 22 were offered at the ACE. New lesson plans based on the Aviation Training Course Catalogue were presented and evaluated at the ACE's. Feedback from the attendees and instructors provided valuable information that will be used to refine module content. A prototype of the on-line registration process that will eventually be used for all Interagency Aviation Training 2000 modules was used for each ACE (see following item). Each ACE also offered a general session, which featured notable guest speakers including NTSB Board Member John Goglia and U.S. Air Force survival expert Sgt. Kevin Wagner. Agencies represented at the ACEs included BLM, BIA, NPS, USGS, FWS, OSM, MMS, USFS, Department of Defense, several states, and Canadian provinces. The attendees gave the ACE overwhelmingly positive reviews.

Interior's Safety Council Approves Funding for Interagency Aviation Training 2000 Program

In January, Kris Damsgaard went before the Department of the Interior's Designated Agency Safety and Health Official Council which is represented by each Interior bureau/office, to request a grant for development of web-based training modules and the purchase of a server to house the web-based training and student registration and administration system. The proposal was one of seventeen presented to the Council by various bureaus and committees. On March 1, Interior's Designated Agency Safety and Health Official Council, agreed to provide \$100,000 in FY 2001 to support the program.

Setting the Standard for Lesson Plans

The Interagency Aviation Training 2000 program is designed so that all modules (including those offered on-line) can be taught in a classroom setting. Each module will have a written lesson plan and accompanying visual materials. Since we are relying on many Subject Matter Experts to write and develop the 36 modules identified in the Aviation Training 2000 program, we designed a lesson plan template. The standard format will facilitate ease of instruction for a variety of subject matters. The standard lesson plan includes information on maximum class size, pre-requisites, equipment and materials needs, and instructor qualifications in addition to course content.

AT2K Standards

In order to insure that the IAT2K program maintains a professional "look and feel" the OAS Training staff researched, developed and implemented the following standards for the IAT2K program:

- Standard Lesson Plan format
- Standards for Visuals
- Standards for web-based screen format (including navigation buttons)
- Standards for testing
- Instructor Standards

Module Review

Each IAT2K module goes through an extensive review process. Each module is reviewed to insure that the instructional design and content:

- Reflects current policy
- Is designed for the intended target audience
- Is grammatically correct
- Provides for student interaction and feedback

On-Line Module Registration

The ACE offered the opportunity to test and prototype an on-line registration system. The system was designed by the OAS Training and IRM staffs to be user-friendly and to provide the ACE attendee's all the information they would need to register to attend an ACE. The registration page provided the following information:

- Class schedules
- Module descriptions
- Guidance on courses to attend based on the student's position and aviation responsibilities
- Instructor information
- Lodging information and on-line reservations

Attendees received a _personalized_ agenda based on the registration information that they provided. The attendees provided positive feedback on the "ease of use" and "one stop shopping" concept of the ACE registration.

Based on OAS experience with the ACE registration system, Kris Damsgaard developed the scope of work and standards for the training registration and administration system to be used for the IAT2K program. The contract was put

out for bid in May and awarded to the "Web Doctor".

Features of the system include:

- Ability to accommodate 5000 users daily
- Store or archive student training records for a minimum of 20,000 employees
- Allow student, supervisors and administrators to access the system anytime, and anywhere via internet.
- Student registration for web-based and classroom training
- A link to the testing system
- Track currency requirements

The contract for the development of the student registration and training administration system was awarded to the _WebDoctor_

A-101 Basic Aviation Safety

OAS contracted with a local contractor Justinen Creative Group, Nampa, ID to develop the Basic Aviation Safety Module (A-101). The OAS Training staff developed a written lesson plan along with accompanying visuals (for stand-up instruction) and provided it to the contractor as a basis for the web-based module. A beta-test of the on-line version was conducted in May. This was the first of the Web-based modules to be beta tested on a password-protected Internet site. Evaluation forms were distributed to 100 individuals in the DOI and U.S. Forest Service. The module was evaluated on educational content as well as ease of use on a variety of computer platforms and browsers. OAS received 20 completed evaluations, recommendations/suggestions/etc were from the evaluations were complied and incorporated into the final product.

A-106 Mishap Reporting

Dennis Hulbert developed the Mishap Reporting (A106) training module. Dennis worked with a local programmer to develop the web-based module. Dennis distributed approximately 200 CD-ROMs of the program for review. Recommendations were incorporated into the final product.

S-217 Revision

The Helicopter Training-working group under the direction of the Interagency Helicopter Operations Steering Committee (IHOP) is making progress on the revision to the S-217 course. Seventeen of the 36 Aviation 2000 modules will comprise the new S-217. Les Herman, Chair of the working group, is revising and reviewing lesson plans

Concerns

- Aviation Training 2000 being viewed as a DOI program
- Future funding for the ACE's